



NYS Public Health Corps (NYSPHC)

Job Description Form

Position Number: 36059-17 Fellowship End Date: 6/30/24

Job Title: Public Health Specialist - Environmental Health Division

Local Health Department or Host Organization Name: Nassau County Department of Health

County Where Position Is Based: Nassau County

Full-Time or Part-Time Position: ☒ Full-Time ☐ Part-Time 35 hrs/week hours

Number of Openings for This Specific Position: 1

Work Location: ☒ On-Site ☐ Remote ☐ Hybrid (% On-Site) _____

Salary/Pay Rate: \$24/hour

Minimum Qualifications:

An onsite office presence, which could require up to 100 percent onsite work.

A valid driver's license and automobile to travel in the County, which could require up to 60 percent in the field work.

A flexible, adaptive, and composed attitude with the ability to interact professionally with culturally diverse individuals.

Excellent organizational and communication skills.

Critical thinking and sound judgment required.

Ability to handle confidential information with discretion and professionalism.

Experience leading tracking and reporting processes.

Proficiency with computers including data entry into electronic tracking systems and running summary reports.

Preferred Qualifications:

Between 18 - 21 years of age

A minimum of a bachelors degree is preferred.

Bilingual English/Spanish speaking individuals preferred.

Experience in environmental public health a plus.

Preference given to those who live within commuting distance to the official work location.

Authorization to Work in the United States Required? ☒ Yes ☐ No

Visa Sponsorship Available? ☐ Yes ☒ No

NYSPHC Fellows are required to be fully vaccinated against COVID-19 unless approved for a religious or medical exemption. Applicants must be 18 or older.

Job Description:

Assist with the implementation of the Food Manager's Training Course (FMTC).
Assist with the proctoring, grading, and issuance of Certificates of Completion for the FMTC.
Communicate with the program coordinator for training and direction.
Establish effective communications with applicants from diverse cultures, races, ethnicities, and experiences, both written and verbal.
Update the NYS EHIPS database food service establishment records, including Fellow's time and activity.
Assist with telephone inquiries and complaints regarding the FMTC.

Food Allergy Course-

Assist with the development of the Food Allergy Course (FAC).
Communicate with the program coordinator for training and direction.
Assist the program coordinator in the development of an on-line FAC.
Attend meetings with the program coordinator and the County's IT regarding the development of the FAC.
Assist the program coordinator with the task of requesting language line to translate a Food Allergy poster into several languages.
Update the Department's education materials as it relates Food Allergens.

Compliance with the tobacco and vaping regulations
Performance of sting operations for the prevention of sales to minors of tobacco products and the sale of flavored vape products to the public.
Communicate with the program coordinator for training and direction.
Participate in sting operations at facilities that sell tobacco and vape products.
Conduct inspections of facilities to determine compliance with required training certificates.
Assist the program coordinator with the preparation and processing of formal legal actions for facilities in violation of ATUPA (Adolescents Tobacco Use Prevention Act) and Vape regulations.
Establish effective communications with retailers from diverse cultures, races, ethnicities, and experiences for the purposes of payments of fines.
Utilize the Department's Enforcement Tracking System to update cases.

All applicants are required to complete a [NYSPHC application](#). Some hiring entities require an additional application. Please complete a second required application listed below.

Public Health Specialist - Nassau County
